

3 OCT 1974

MEMORANDUM FOR: Deputy Director of Security (P&M)

SUBJECT : SRD Work Measurement Data

1. Attached is a copy of the SRD work measurement statistical report for FY 1975 covering the period through 30 September 1974.

2. Comparing the statistics with those of September 1973, reveals the only notable change took place in microfiche activities. The sizable decrease cannot be considered significant, however, as the number of man-years assigned has been reduced from nine (9) to six (6). If the units utilized for measurement are taken as a whole, excepting the microfiche statistics, this September saw a very small decrease of .5% in units produced.

STATINTL 5. The [REDACTED] project made good progress during September. Data on 520 cases, from CD/1 and CD/2, has been fed to the computer. Due to programming problems, which are normal with new systems, we were not able to get daily runs. Therefore, the output is not yet useable for case controls. New terminals, with hard copy attachments, were installed in CD/1 and in SRD. These, too, will be of little value until the data base can be maintained on a current basis.

4. It is anticipated that the programming problems will be corrected, and that we will have a current data base for CD/1 and CD/2 cases by the end of October.

[REDACTED]
STATINTL

Chief,
Security Records Division

cc: C/PPG

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Security Records Division
WORK MEASUREMENT STATISTICS - FY 1975

ACTIVITY	BASE UNITS	Cumulative Through September 1973		Cumulative Through September 1974		Unit Trend.
		Units Produced	Man-years Assigned	Units Produced	Man-years Assigned	
Use Analysis Activities.	Collective total of cases completed, case summaries prepared and reference material reviewed and summarized.	1668	5	1012	5	Down 656
Information Processing Check Activities.	Collective total of checks requested, references reviewed, summaries prepared, material furnished requestors.	1201	2	1028	2	Down 173
File Retirement Activities.	Collective total of files reviewed for retirement to microfiche.	653	3	3300	3	Up 2647
Microfiche Activities.	Collective total of pages prepared and filmed.	44401	9	24558	6	Down 19843
Compartmented Information Recordkeeping.	Collective total of changes to master record, [REDACTED] and cable actions.	33059	9	31541	9	Down 1518
Outside Agency Name Check Activity.	Collective total of completed requests for checks and supporting memoranda prepared in cases with positive results.	5863	4	6093	4	Up 230
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Security Records Division
WORK MEASUREMENT STATISTICS - FY1975

ACTIVITY	BASE UNITS	Cumulative Through September 1973		Cumulative Through September 1974		Unit Trend.
		Units Produced	Man-years Assigned	Units Produced	Man-years Assigned	
Use Processing.	Cases processed based on requests for a security clearance.	2270	11	1899	11	Down 371
Indices Activities.	[REDACTED] grouped, cards typed, filed and purged, security documents numbered.	12198	7	19273	7	Up 7075
Filing Activities.	Collective total of files re- quested, files pulled, folders filed, files recharged, security documents filed, PRU requests, scope searches.	52249	12	52772	12	Up 523
Computer Support Activities.	[REDACTED] trans- actions, CIB transactions, Mis- cellaneous Key punch Activity, 1050 Telecommunications trans- actions.	74562	12	65056	12	Down 9506
Communication Activities.	Collective total of teletype, dispatch, Agency cable and non- Agency cable traffic, mail, notices and bulletins handled.	5094	4	5806	4	Up 712
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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

SRD Work Measurement Data

TO: (Officer designation, room number, and building)	DATE		EXTENSION	NO.	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED			
1. Chief, PPG	3 Oct 74		7338	3 OCT 1974	Monthly Report time again.
2. [REDACTED]	10/9/74				
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